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July 1, 2006

TO: Organizational Unit Managers

FROM: 309/Human Resources Specialist, Organizational Development and
Workforce Relations Branch, OHCM

SUBJECT: Request for Nominations for the NASA Foundations of Influence,
Relationships, Success and Teamwork (FIRST) Pilot Program

I am pleased to announce the request for nominations for the NASA FIRST Pilot Program. This program is designed to provide employees in science, engineering and professional administrative positions at GS-11 and GS-12 with the foundational skills necessary for their future success within the Agency. The objective of the program is to develop a community of prospective future leaders who will have a full understanding of the Agency's vision and mission areas. NASA FIRST will inspire, motivate and enlighten NASA's next generation of Agency leaders.

The time commitment involves 25 days of formal training, with an additional 4 hours per week for Center level group project, working with mentor, shadowing, and completing program assignments. The program is composed of four modules at four different Centers. Module 1 will be conducted at Wallops Flight Facility October 30-November 9, 2006.

Applications for the 2006-2007 pilot program should be sent to the Organizational Development and Workforce Relations Branch (ODWRB) at Mail Stop 309 and are due on Friday, July 30, 2006. The enclosed document outlines candidate eligibility and selection requirements. Program information and application forms are available at http://www.leadership.nasa.gov/nasa_first/home.htm

The pilot program will have 45 participants of which Langley has been allocated four (4). This number is based on our percentage of employees in the targeted learning group. Langley's ERARC (Executive Resources and Awards Recognition Council) will review applications, conduct interviews, and make recommendations to the Center Director. Langley's selections will represent our career paths of AST, Mission Support, and Program/Project Management; and will be based on the demonstrated potential of the nominees. The Center Director will make the final selections on/about August 25, 2006. The Center selections are due to NASA HQ by September 1, 2006.

I will be conducting an awareness/overview session at the Reid Conference Center, Langley Room, July 13, 2006, from 2:00-3:00 p.m., open to all employees.

If you have questions or need additional information, please contact me.

Patsy Campbell
43291

Enclosure

cc:
309/ODWRB

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**NASA Foundations of Influence, Relationships, Success and Teamwork
(NASA FIRST)
Candidate Eligibility, Selection Criteria
& Competitive Process**

The NASA FIRST program is designed for high-potential civil servants who are committed to serving NASA, and are seen as future leaders by their supervisor, manager and Center Director. The following information should be utilized to select candidates for the NASA FIRST program.

Candidate Eligibility:

To be included in the program, applicants must meet all of the following eligibility requirements:

- Currently assigned to a science, engineering or professional administrative position;
- Currently at GS-11 or GS-12;
- Has completed at least two years of service at NASA;
- Currently assigned to a permanent or term position.

Candidate Application Requirements:

Center employees who meet the candidate eligibility requirements must complete the required paperwork, including:

- NASA Development Programs Application (NASA Form 1591); including a completed gap analysis using the Influence Leader criteria, which can be found at <http://leadership.nasa.gov/nasa/lmd/Assessment/Influence%20Leader/InfluenceLeaderFrameSet.htm>

Please note that by signing this form, the applicant agrees to continued service with NASA for no less than three times the length of the program as stated on the 1591 form.

- Immediate Supervisor's Letter of Support. This letter must contain:
 - Acknowledgement of the time commitment;
 - Information regarding the candidate's demonstrated leadership potential;
 - Information about the supervisor's plans for the participant upon completion of the program. This should include information on the type of work that they will be given both during and after the program, leadership responsibilities, etc.
- Copy of the applicant's Individual Development Plan (IDP).

Candidate Selection Criteria:

Applicants should address the following selection criteria in their NF 1591. The Center selection process should consider the information provided when determining the applicant's readiness for NASA FIRST.

| <u>Characteristic</u> | <u>Description</u> |
|------------------------------|--|
| Personal Vision | Candidates should describe how they plan to contribute to NASA's goals through their personal leadership and influence. |
| Personal Effectiveness | Candidates should describe their ability to garner the respect of peers and supervisors and potential to lead through personal influence. |
| Technical Skills & Knowledge | Candidates should demonstrate a solid understanding of their discipline area including results of technical work and discipline training completed. |
| Critical Thinking | Candidates should describe their ability to "think outside of the box" and apply critical and appropriate judgment to interpersonal and organizational issues. |
| Teamwork | Candidates should demonstrate their ability to build and maintain trust and supportive relationships with others in a team environment. |
| Open to Feedback | Demonstrates ability to use feedback to continuously learn and enhance their performance. This includes the ability to offer constructive feedback to others. |